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WEEKLY REPORT

PERIOD ENDING 24 JANUARY 1983

1. Items or Events of Major Interest that have Occurred During the Preceding Week:

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a. Silver Recovery Program: During this reporting period,

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trucks picked up 305 pieces, 11,019 pounds of burn materiel

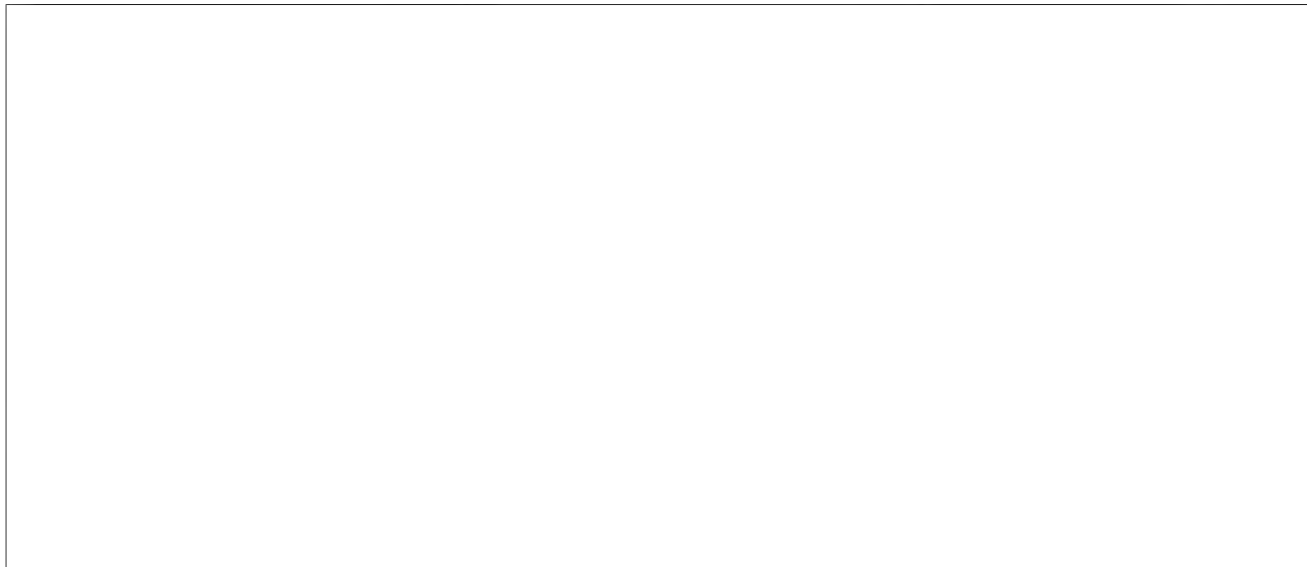
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from

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for processing. (MET 28-82)

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e. Medic: A CPR course for ten Depot personnel was conducted 17 January through 20 January 1983.

The Inventory and Audit Staff, OSB/SD/OL is conducting an inventory of all materiel in Allocation 31 (medical items) that is stored in CD. Inventory should be completed and records adjusted accordingly within 30 days.

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f. Storage and Issue Section Unit I: In coordination with the Office of Communications and Supply Management Branch, 19 line items of materiel were identified for relocation for storage. Materiel consisted of 100 pieces of communications equipment or related items that comprise considerable bulk. Relocation of this materiel will free up a sizeable amount of storage space in the Unit I area.

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SUBJECT: CD WEEKLY REPORT PERIOD ENDING 24 JANUARY 1983

25X1 g. Classification, Repair and Disposal Section (CR&DS): Two truck
loads of excess communications equipment, furniture and photographic equip-
25X1 ment were delivered to [] screening facility. CR&DS per-
25X1 sonnel visited GSA, 7th & D Streets to discuss procedures pertaining to the
25X1 packing and transportation of excess property requested by other govern-
ment agencies from the [] facility. The GSA transportation
officer agreed to prepare the proper documentation for shipment of materiel
as we do not have the capability of the [] facility.
[]

25X1 h. Small Purchases Section (SPS): SPS received requisitions for 549
line items and processed receiving documents for 359 line items. Expen-
ditures for this period were \$56,494.61.
[]

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20 JAN

83-0054/2

D/OL

21 January 1983

MEMORANDUM FOR: Director of Central Intelligence

VIA: Deputy Director of Central Intelligence

FROM: Harry E. Fitzwater
Deputy Director for Administration

SUBJECT: Weekly Report for Period Ending 21 January 1983

1. Progress reports on tasks assigned by DCI/DDCI:

All action on tasks assigned by the DCI/DDCI has been completed.

2. Items/events of major interest:

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b. During this reporting period, the Office of Security's Security Education Group (SEG) sponsored the final presentation of "A Walk through Washington." [] Agency employees have attended the presentations since they began in October 1982. SEG has arranged for the presentation to be included in a future videotape titled "Hostile Threat."

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c. On 17 January, [] Division, Office of Medical Services, addressed a training course at the Foreign Service Institute regarding "Hostage Survival."

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d. With the third and last processor for the CIA Early SAFE Capability System installed on 7 January, testing of the system software began on 10 January including the communications link between Northside Computer Center and the [] Center.

e. A Detailed System Design Review regarding the COMIREX Automated Management System (CAMS) II is being conducted on 20/21 January at the TRW facility at Tysons Corner.

f. The architectural and design team for the proposed new Headquarters building has begun development of construction concepts. A draft document of building program requirements is being prepared for review on 27/28 January.

g. GSA has advised that structural damage is probably the cause for the water leak in the Headquarters tunnel area. We are advised that GSA will arrange for design personnel to survey the area and correct the problem.

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i. OMB has approved the Schedule of Transfers of Funds to the Agency through 30 September amounting to [] which when added to the [] already received will equal the Agency's full FY-83 appropriation. The Office of Finance will receive the first weekly transfer of funds under this schedule on 27 January.

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j. The Career Trainee Development Program began on 14 January with 30 Career Trainees (CT's) and three non-CT's. The CT class is, on the average, slightly younger than recent classes and includes seven CT's who will perform extended interim assignments in the Directorate of Operations.

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k. Officers from the Office of Training and Education met with representatives from the Defense Intelligence Agency (DIA) on 11 January to discuss DIA and military service interest in expanding the military training activity []. The discussions centered on the request to increase the runnings of the Military Attaché Training Course. The only conclusion reached was that in order to meet this desired increase in requirements, some other program, such as the Military Operations Training Course, would have to be reduced.

3. Significant activities anticipated during the coming week:

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a. The Deputy Director for Administration (DDA) will address the Midcareer Course [] on 24 January.

b. On 25 January the DDA will meet with three GSA officials at Headquarters to discuss improving GSA's "customer services."

c. The Information Security Oversight Office (ISOO) will conduct its annual inspection of the Agency's national security information program 8 - 11 March. Representatives for the Records Management Division, Office of Information Services, have met with ISOO liaison officers to discuss the program and begin planning for the March visit.

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Harry E. Fitzwater

25X1EO/DDA [] cn (21 January 1983)

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